

# **CITY OF MISSION**

## **Scope of Service**

### **RFP Name/No: ENGINEERING SERVICES FOR INSPECTION, MATERIAL TESTING, AND CONSTRUCTION MANAGEMENT FOR TAYLOR ROAD PHASE II RECONSTRUCTION**

#### **I. Services Required**

The qualified firm selected should be experienced in Construction Inspection, Materials Testing and Management. It is expected that the qualified firm selected will have a sufficient level of resources and engineering expertise to carry out the scope of service.

The qualified firm should have a staff with significant experience in the NEPA environmental process, roadway design and a workload free from constraints to produce inspection and testing in a timely manner. Firms must be prepared to assure the City of Mission that key personnel indicated in their qualifications statement will maintain their role during the project letting.

#### **Duration**

The responsibilities of the firm will begin at letting of the construction project and continue through the closing of the project. The scheduled letting date for the project is May, 2025. The project is scheduled for 548 construction days. The services will continue through the final approval and closing of the construction project. Project closing is estimated to be 2-3 months after construction ends. At a minimum, the qualified firm will perform the following required tasks for the project as listed in the Scope of Service:

- Administration
- Construction
- Management
- Construction Inspection
- Materials Testing

#### **II. Administration**

1. Maintain communication and coordinate with Municipality, Design Engineer, City of Mission, TxDOT and Construction Contractor(s) on a regular basis.
2. Bid analysis for the construction bids.
3. Review, approve, or reject invoices for processing.
4. Review and have a thorough understanding of contract plans, specifications, estimates and contract special provisions.
5. Attend and conduct the pre-construction conference, all job-related meetings and the final inspection.
6. Coordinate with the public and any affected property owners.
7. Provide-review, feedback, or guidance on Change Orders as prepared by the contractor.
8. Make sure contractor contacts Dig-Safe.
9. Prepare Daily Reports, including quantities, locations of work, weather conditions, and weekly

progress reports.

10. Maintain a photographic record of the progress of construction, annotating such photos to indicate their content and context including date. This photographic record must be available for reference by the Construction Manager, Design Engineer, State or Federal representatives, and Municipality representatives.
11. Receive materials certifications and verify compliance with the Buy America Act.
12. Accompany Design Engineer, State or Federal representatives and Municipality representatives on visits to the project.
13. Participate in regularly scheduled Construction Status meetings with the Design Engineer, State or Federal representatives and Municipality representatives.
14. Report immediately any unusual occurrences and all accidents occurring within the project limits to the City Engineer and/or the Design Engineer. The consultant shall carry out its responsibilities in a manner that is consistent and cooperative with those of the Design Engineer and TxDOT's Quality Assurance Program.
15. Calculate and verify the final contract quantities.
16. Review and submit to the Design Engineer any suggestions or requests made by the contractor to change or modify any requirements of the Plans or Contract Documents.
17. Receive materials certifications, computations and reference materials submitted by the Contractor. Maintain files on the project site of all items submitted by the contractor and of work done on behalf of the Municipality.
18. Prepare a Contractors progress payment estimate on a bi-weekly basis.
19. Issue a Certificate of Substantial Completion at the appropriate time.
20. Provide certification to the Municipality and TxDOT that this project was constructed as designed, subject to appropriate and necessary revisions during construction, in conformance with all project specifications and that all necessary contract provisions were fully complied with.

### **III. Construction Management**

The Construction Manager is to assist the City and its Engineer during the Construction phase, and to build the Project thereafter as a Construction Manager. The Construction Manager will hold and administer all subcontracts and shall be responsible for all project administration including but not limited to; scheduling the work, verifying and approval of all required shop drawings and submittals, monitor and ensure timely delivery of all required materials, enforcement of all OSHA safety regulations and approval of all material invoices and subcontractor pay requests. The Construction Manager will be responsible for managing the site and coordinating all construction activities.

The Construction Manager shall ensure that a competent inspector/chief inspector remain on-site continuously during construction activities and have authority to act on behalf of the Construction

Manager. The Construction Manager should review the contractor's schedule and request updates no less than once a month. The contractor will submit a construction schedule and the construction manager will monitor the schedule to make sure that the project is on track and that testing is being done after applicable items of work. The schedule shall be updated and submitted to the Owner no less than once a month upon construction commencement. The Construction Manager shall report to the Owner all construction contingency allocations and shall update and submit to the Owner a log of contingency allocations no less than once a month.

Specific services anticipated of the CM include, but are not limited to the following:

**PRE-CONSTRUCTION PHASE SERVICES:**

- Attend meetings as necessary, provide written reports
- Perform quality assurance and constructability reviews of engineering documents
- Provide cost estimate and value management on change orders
- Other/list

**CONSTRUCTION PHASE SERVICES:**

- Attend meetings as necessary, provide written reports
- Provide cost control and value management on change orders
- Assure quality and completeness of the work with continued on-site and office support monitoring and inspections
- Maintain job safety measures
- Comply with all regulatory and agency requirements
- Monitor project schedule, provide weekly updates
- Perform all fiduciary and insurance responsibilities
- Conduct records retention and management

**POST CONSTRUCTION PHASE SERVICES:**

- Provide all closeout documents
- Coordinate final acceptance of project.

**IV. Construction Inspection**

Firms will be required to meet or exceed the scope of service below, but may not be limited to:

1. Maintain a presence on the project during times when contractor activities are underway and be on-site at all times during construction activities of the project requiring certification to be able to certify, on completion of the project, that the project was built as designed.
2. Check that the contractor is in compliance with all construction contract requirements, Municipality permits and ordinances; property rights agreements; erosion and sediment control and stormwater management plans; state permits, regulations and statutes; and federal regulations and statutes; and exercise the engineer's authority as provided in the contract documents and report immediately any deviations to the City and Construction Manager (CM).
3. Inspect and approve material sources and waste, borrow and staging areas.
4. Track utility relocations and plot final facility locations on the final as-built plans (if any).
5. Erosion control monitoring in accordance with applicable permits.
6. Review and verify traffic control activities to include inspection of barricades and traffic control devices.

7. Develop final as-built plans by marking up a set of contract plans.
8. Check that completed work complies with the plans and specifications and is true to line and grade.
9. Organize an inspection of work completed at such time as the contractor may claim substantial completion, with contractor's representative, Design Engineer, State, Federal & Local representatives, and issue a list of items to be corrected or completed.
10. The Consultant field personnel will be expected to wear personal protective equipment, including appropriate headgear, footwear and reflectorized vest when on the project site.
11. The Consultant will be expected to provide and have on the project all necessary equipment, tools, and supplies needed to carry out the required duties.

## **V. Materials Testing**

The Consultant will perform all field sampling and Acceptance/Verification Testing of materials in accordance with TxDOT's Quality Assurance Program, if necessary by subcontracting a qualified material testing laboratory. A description of services that may be required includes

Firms will be required to meet or exceed the scope of service below, but may not be limited to:

### **Construction Materials Testing:**

- a. Plan review
- b. Pier inspection
- c. Soils testing
- d. Concrete sample and testing
- e. HotMix
- f. Pre-cast concrete observations
- g. Structural steel inspection
- h. Reinforcing steel inspection
- i. Masonry inspections
- j. Other construction material testing

# INSPECTION, AND MATERIAL TESTING FOR TAYLOR ROAD PHASE II RECONSTRUCTION